

Classification: Management Analyst (Manpower), NH-0343-III**Local Title:****Employing Office Location:** Orlando, FL**Duty Station:** Orlando, FL**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA (ALT)1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)2nd Div: Business Operations Office3rd Div:4th Div:

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Jerry L. Stahl**Title:** Business Operations Officer (Acting)**Signature:** _____/s/_____ **Date:** 5/5/03**Higher Supervisor or Manager:** _____**Title:** _____**Signature:** _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Sharon Hightower**Title:** Chief, Human Resource Management Division**Signature:** _____/s/_____ **Date:** 5/8/03**FLSA:** Exempt**Drug Test:** No**Key Position:****Sensitivity:** NCS**Reason for Submission:** Acq Demo Conversion**Previous PD Number:** various**Envir. Diff:****Acq Posn Category:****Acq Career Level:****Acq Special Asgmt:****Career Spec – Primary:****Cont Job Site:****Financial Disclosure:** ☐ Public Financial ☐ Confidential Financial☐ Supervisor ☐ Manager ☒ Neither**Citation 1:** USOPM PCS for Management and Program Analysis Series, GS-0343 TS-98 August 1990**Citation 2:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99**BUS Code:** 7777 **CL:** 307**Emergency Ess:****OPM Functions Code:****Status:** Competitive**Subject to IA:** Yes**Mobilization:****Career Prg ID:** 11**CAPL Number:****Acq Posn Type:****Acq Prog Ind:****Career Spec – Sec:****Mobility:**

Acquisition Workforce Demo Project
Position Requirements Document

I. Organization information:

Position is located in the Business Operations Office, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)

II. Position information:

Management Analyst (Manpower), NH-343-III

III. Duties:

Incumbent is responsible for establishing policies, methodologies, procedures and staff guidance for management on manpower planning and execution concepts; application of accepted practices; and the identification, analysis, and recommended solutions on manpower management problems associated with planning, execution, and funding. Analyzes manpower requirements, funding requirements, maintenance of Table of Distribution and Allowances (TDA), Program Budget Guidance (PBG), Work Year and End Strength authorizations and execution. Supports PEO STRI Internal Operating Budget (IOB) development and execution by gathering requirements and integrating Core Business Unit (CBU)/Directorate information with PBG data to build the final IOB.

Evaluates civilian and military strength levels. Reviews proposed recruit actions with a focus on organization structure, authorizations, and funding sources. Maintains and analyzes the PEO STRI staffing plan. Analyzes Status of Approved Resources ("218 reports") relating to work years, end-strength, and funding (PBG and actual) execution. Prepares and establishes the TDA to include identification of authorized/required positions with associated funding. Prepares reports. Participates in manpower studies and surveys conducted by higher headquarters and PEO STRI. Obtains necessary reprogramming authority from higher headquarters. Study results are briefed to the Program Executive Officer (PEO), Deputy PEO, higher headquarters, and the Department of Army (DA).

Builds a general understanding of PEO STRI programs and relationships of the acquisition phases and funding source requirements and supports the manpower requests for additional authorizations and manpower realignment requirements during the

Program Objective Memorandum (POM) cycle. Provides written guidance to managers regarding manpower requirements and execution. Provides staff advisory service to managers in the determination of manpower requirements, allocation and control of manpower spaces to ensure authorizations and funding executions are synchronized. Recommends development and/or interpretation of rules, regulations, and procedures affecting manpower. Reviews, interprets and implements manpower guidance from higher headquarters.

Meets with appropriate PEO STRI representatives to discuss resolve problems peculiar to PEO STRI goals and interests related to manpower functions. Performs continuous appraisal of the utilization of PEO STRI manpower resources in accomplishing program objectives. Prepares manpower projections and/or other reports reflecting authorization and funding execution for all civilian and military personnel. Monitors actual utilization against planned utilization. Makes recommendations regarding the need for additional or turn back of allocations. Prepares replies to reports of the Inspector General (IG), Army Audit Agency (AAA), General Accounting Office (GAO), other agencies or Congress. Assures all manpower targets/ceilings are met. Provides justification to any higher authority for use during the allocation process. Recommends manpower allocation distribution to offices in accordance with workload, budget, PEO STRI priorities and constraints. Analyzes requests for manpower requirement changes and makes recommendations. Interprets regulations, directives and/or policy statements. Explains effect and impact on the PEO STRI of management action required to achieve conformity or advises on the condition under which exceptions can be made.

Performs other duties as assigned.

IV. Factors:

Factor: 1. - Problem Solving Level III.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods. Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines.

Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

Factor: 2. - Teamwork/Cooperation Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish complex projects/programs. Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

Factor: 3. - Customer Relations Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to program/projects. Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving problems (e.g., determining priorities and resolving conflict among customers' requirements).

Factor: 4. - Leadership/Supervision Level III.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the

organization; is regularly sought out by others for advice and assistance. Defines, organizes, and assigns activities to accomplish project/program goals. Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.

Factor: 5. - Communication Level III.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates project or program results to all levels, internally and externally. Reviews and approves, or is a major contributor to/lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. Presents briefings to obtain consensus/approval.

Factor: 6. - Resource Management Level III.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and allocates resources to accomplish multiple project/programs. Identifies and optimizes resources to accomplish multiple project/program goals. Effectively accomplishes multiple project/program goals within established guidelines.

Security Clearance and Travel Requirements

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

Knowledge, Skills, and Abilities (KSAs) For Qualification Purposes.

Expertise in manpower and financial management principles, concepts, procedures and operations

Skill in the analysis and comparison of related funding sources and specific program acquisition phases to terms of planning and execution of associated manpower.

Knowledge of the relationships between program plans and budgetary data

Knowledge of policies and regulations governing manpower management, organization and mission, and manpower/funds management

Knowledge of the Planning, Programming, Budgeting, and Execution System (PPBES) and the relationship between PPBES and the PEO STRI goals and objectives

Skill in applying analytical tools and/or statistical methods

Skill in analyzing resource needs, organizational structuring and interfaces